

IELTS General Training Reading – Section 1

Topic: Social Media and Media

Text 1 – Social Media Policy at Work

Many companies today encourage their employees to use social media responsibly, both inside and outside the workplace. However, employees must be aware that their online behaviour can affect the company's image and reputation. Staff members are expected to avoid posting confidential information, discriminatory remarks, or offensive language. It is also recommended that employees include a disclaimer when expressing personal opinions related to their profession, such as: "The views expressed here are my own and do not represent those of my employer." The company may monitor public posts to ensure compliance with the policy. Failure to follow these guidelines could result in disciplinary action, including suspension or dismissal. Social media can be a valuable tool for professional networking and marketing, but it must be used with care.

Questions 1–6

Do the following statements agree with the information given in the text? Write:

TRUE if the statement agrees with the information

FALSE if the statement contradicts the information

NOT GIVEN if there is no information on this

1. Employees are free to post anything they want on their personal accounts.
2. Workers should not share private company information online.
3. The company encourages staff to express political opinions on social media.
4. Employees may face consequences for breaking the social media rules.
5. All social media activity is constantly monitored by the company.
6. Using social media can help employees build professional connections.

Text 2 – Local Newspaper Subscription

The Green Valley Times is your trusted source for community news, local events, and business updates. Our printed edition is delivered every Friday morning, while digital subscribers receive daily news updates online. Readers can choose between three subscription options: 1. **Print Only** – \$6 per month. Delivered to your home each Friday. 2. **Digital Only** – \$5 per month. Unlimited access to our website and mobile app. 3. **Print + Digital** – \$9 per month. Includes both print delivery and full digital access. Subscribers can cancel anytime by emailing support@gvtimes.com. Payments are made monthly and renew automatically unless cancelled before the renewal date. Student discounts (20%) are available with valid student ID.

Questions 7–13

Complete the sentences below. Choose **NO MORE THAN TWO WORDS** from the text for each answer.

7. The printed newspaper is distributed every _____.
8. Digital subscribers receive _____ news updates.
9. The cheapest subscription type is _____.
10. To stop receiving the newspaper, subscribers must send an _____.
11. Subscriptions renew _____ unless cancelled.
12. Students receive a _____ percent discount.
13. The email address for cancellations is _____.